

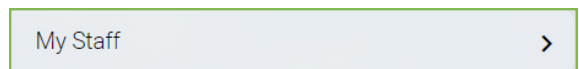
# How do I...

## ...Adjust TOIL or annual leave entitlement?

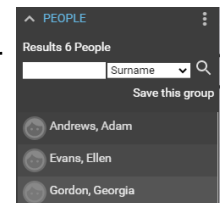
**NOTE:** From April 2021 the system will automatically calculate any leave carried forward within the normal maximum allowed. As a manager you will only need to adjust leave balances if you are:

- ♦ adjusting your team members carried forward balance for the 2020 leave year
- ♦ authorising leave carry over above the maximum allowed
- ♦ adding to or amending a TOIL balance
- ♦ one of your team members has reached a long service award and has chosen to take a day's leave

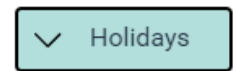
**STEP ONE:** Log onto **PiP For My Team** and from the shortcut menu click on **My Staff**



**STEP TWO:** From the menu on the left hand side either click on the name of your team member you want to adjust the TOIL or annual leave for or type their surname in the search field and click on the magnifying glass:



**STEP THREE:** Click on **Holidays**



**STEP FOUR:** Select **Holiday Entitlement Adjustment**



Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
		7.4	Long Service Award	31/03/2021		+	-

**STEP FIVE:** Select the relevant **Scheme name** (annual leave or TOIL) from the drop down menu

**STEP SIX:** Change the **Adjustment type** from **Standard** to **Adjust**

**STEP SEVEN:** Type in the **value** of the adjustment in hours i.e. 7.4 hours and type in a reason for the adjustment.

If you are making a negative adjustment to the balance enter a '-' in front of the figure e.g. -7.4  
Reason: Carry forward adjustment.

**NOTE:** if you need to add more than one adjustment under the same **Scheme name** click on the plus + sign to add another line

**STEP EIGHT:** Click **Save**

For advice on annual leave balances, TOIL or for **PiP For My Team** system support please contact the OHR Absence Team on 685073.